

Helena Housing Authority Application For Employment Resume & References Required



812 Abbey St. Helena, MT 59601

Apply online at www.hhamt.org

I. Applicant	Information:					
Name:						
· · · · · · · · · · · · · · · · · · ·	nst		First		M.I.	
Address:						
_	treet		City		State	Zip
Mailing						
address: _			C'.			
(if different) S	treet		City		State	Zip
Home Phone:	()		_ Work Phone:	(_)	
II. Employn	nent Desired:					
Position:						
Date You Can	Start:					
Salary Desired	<u> </u> :					
Are You Empl	oyed At This Time?		□ Yes	□N	O	
If So, May We Contact Your Current Employer?			□ Yes □ No			
Current Employer:						
III. Education and training: Describe in detail your education and training with an emphasis on that which is directly applicable to the position for which you are applying. If you respond on separate sheets of paper, ensure you						
				1 separate	sheets of p	aper, ensure you
write your name and the job title for which you are applying on each sheet.						
Education – Enter the highest year completed:						
High school name and address:						
Did you receive a diploma or equivalency? Yes No - if no, enter highest grade completed: College, university, or technical school, or Degree or certificate earned Major/Minor Field Credits						
training name		Degr	ce of certificate carried	Wiajoi/Wi	inor r icia	earned

relevant to the pos	sition for which you are ap	plying. Begin v	n the last 10 years with an emphasis on experience that is with your current or most recent experience.
			ional Employment History' form, which can be found on section of the 'Employment' page.
Current	www.imamt.org/ under tr	ic Application	section of the Employment page.
employer name			
and complete			
address			
Your job title and	duties:		
Dates employed:	to		Total time employed: (years/months)
			☐ Full time ☐ Part-time ☐ Volunteer
Supervisor:			
Name	<u> </u>	Phone	Mailing address
Reason for leaving			
F1			
Employer name and complete			
address			 -
	duties:		
1 our job title and	duties.		
Dates employed:	to		Total time employed: (years/months)
Dates employed:	to		
			Total time employed: (years/months)
Supervisor:			Total time employed: (years/months) □ Full time □ Part-time □ Volunteer
	3		Total time employed: (years/months)

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IV. Employmen	<u>it History (cont</u>	<u>inued):</u>			
Employer name					
and complete					
address					
Your job title and					
_					
Dates employed:	to		Total time employed:	(years/months)	
Dates employed.	to		□ Full time □ Part-time □ V		
				Oldfiteer	
Supervisor:					
Name		Phone	Mailir	ig address	
Reason for leaving	g:				
Employee	T				
Employer name and complete					
address					
Your job title and	duties:				
_					
Dates employed:	to		Total time employed:	(years/months)	
			☐ Full time ☐ Part-time ☐ V	olunteer	
Supervisor:					
Name Phone			Mailing address		
Reason for leaving	g:				
V Current prof	fessional license	es, registrations, or c	ertifications:		
Licensing agency		Type of License	Endorsement/Restriction	Date licensed & expiration	
Diccioning agency	name/iocation	Type of License	Endorsement restriction	Date neclised & expiration	
ĺ					

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VI. Other relevant experience, training, or skills:				
VII. Professional references:				
Please list at least three professional reference	es that you have worked with one year or	longer (other than the		
former employers listed in section IV):				
Name:	Mail address:	Phone #:		
Name:	Mail address:	Phone #:		
Name:	Mail address:	Phone #:		
WILD IC ID. I				
VIII. Driving and Criminal Record:				
Do you have a current valid Drivers License	? □ Yes □ No			
Have you ever been convicted of a felony?				

IX. Section 3 - Hiring Prefence:

DO YOU CLAIM PREFERENCE UNDER Section 3 of the Housing and Urban Development Act of

1968? Yes No For further details, please see page 6 of this application packet. To formally claim this preference, please complete page 6 for submission with your application materials.

IX. Representations and Signature:

Equal Employment Opportunity

The Helena Housing Authority is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, national origin, age, physical or mental disability, marital or familial status, religion, creed, sex, sexual orientation, political beliefs, or other protected groups under State, Federal, or local Equal Opportunity Laws.

Reasonable Accommodation

The Helena Housing Authority is committed to providing reasonable accommodations to applicants and employees with disabilities in accordance with federal and state laws. Reasonable accommodations are available upon request to assist applicants and employees in any of the following:

- equal opportunity in the employment process
- enable qualified individuals with disabilities to perform the essential functions of the job; and
- enable employees with disabilities to enjoy equal benefits and privileges of employment.

Applicants who need an accommodation to participate in the selection process should request the accommodation as early as possible. The Helena Housing Authority will make every effort to respond promptly to a request for accommodation.

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I understand and agree that:

- 1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from employment.
- 2. It is my understanding that the HHA will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
- 3. The Helena Housing Authority is committed to a work environment free from drugs, criminal activity and harassment. Employees of the Helena Housing Authority shall not engage in criminal activity including drug-related criminal activity while employed with the Helena Housing Authority. Involvement in such criminal activity shall be cause for immediate dismissal. Employees of the Helena Housing Authority will be provided with anti-harassment training and must commit to a work place free from harassment.
- 4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.

I further understand that this is an application for employment and that no employment contract has been offered.

I understand that if I am employed, such employment is for no definite period of time and that the HHA can change wages, benefits, and conditions at any time.

	T	have read	and	underst	and the	inforr	nation	above:
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SIGNATURE	DATE

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RESIDENT EMPLOYMENT OPPORTUNITY DATA

SECTION 3 – ELIGIBILITY FOR PREFERENCE CERTIFICATION

What is Section 3?

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the <u>GREATEST EXTENT FEASIBLE</u>, and consistent with existing Federal, State, and local laws and regulations, be directed to low and very-low income persons, particularly those who are recipients of government assistance for housing and to business concerns which provide economic opportunities to low and very-low income persons. 24 CFR 135.1.

You may be eligible for a hiring preference if you are currently a Housing Authority client, including a Housing Choice Voucher (HCV)/Section 8 participant or a Public Housing resident <u>or</u> you live within the Helena area and are considered a "low-income" family or individual. This preference is provided by 24 CFR Part 135, with "Section 3 resident" being further defined in §135.5.

If you wish to qualify for the Section 3 preference, you must submit the information requested below. Your response is voluntary. If you do not want to submit this information, your eligibility for employment will not be affected. = Name: Middle Last Address:____ Street City, State, Zip Code Number Are you currently employed? _____Yes _____No If yes, company/employer name:_____ Please review the table below to see if you qualify for a Section 3 hiring preference based upon Median Family Income levels in Lewis & Clark County: **Gross Household Income Gross Household Income** Number of Persons in Household (80% of Median Family Income) (50% of Median Family Income) 1 \$46,800 \$29,300 2 \$53,500 \$33,450 \$60,200 \$37,650 4 \$66,850 \$41,800 5 \$72,200 \$45,150 6 \$77,550 \$48,500 7 \$82,900 \$51,850 8 \$88,250 \$55,200 Please enter the total number of person(s) in household including yourself: _____ AND the Total gross annual income for household: \$_____ Please check if you are currently a: _____ w/_____(City, State) Public Housing Resident: **HCV** Participant:

I certify that the statements made on this sheet are true, complete, and correct to the best of my knowledge and belief, and made in good faith. I also acknowledge that, if requested by HHA, I am obligated to submit evidence that I qualify for this preference. Examples of this include a copy of your lease, receipt of public assistance, or evidence of participation in a public

Date:

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Applicant's Signature:

assistance program.